

Exception to Policy (ETP) Checklist

- All ETPs are approved on a case-by-case basis. Every situation is unique and Squadron Officer School (SOS) carefully reviews each package.
- The reason you are unable to complete your PT test prior to SOS should be made **explicitly** clear in your ETP with **supporting evidence**.
- All ETPs **MUST** be signed by your **Wing Commander (WG/CC) or equivalent** and forwarded from their org/exec (CCE) account, etc. You **MAY NOT** send your own ETP.
- All ETPs **MUST** be mailed to the SOS Student services at **SOC.DPS@US.AF.MIL** **NO LATER THAN 5 duty days PRIOR** to class start (usually Monday the week prior to class).
 - Please allow 1-2 duty days for ETP processing.
- You **MUST** use the e-mail staff summary sheet (SSS) template in this document to ensure SOS has all the necessary information to make an informed decision (DOR, Promotion Board date, etc).
- Your Air Force Fitness Management (AFFMS) printout **MUST** include **your entire PT test history**-from 2Lt to your most current test.
- ALWAYS check the status of your ETP. Do NOT assume that you are cleared to proceed to SOS without confirming your ETP is approved.



Your Organizational Letterhead Here

MEMORANDUM FOR SOC/CC

FROM: **XX WG/CC**

SUBJECT: SOS PT Test Waiver for **Capt John Doe**

1. I request an AF Physical Fitness Test exemption for **Capt John X Doe** to attend SOS. **Capt Doe** returned from a deployment of over 90 days on **DD-MM-YYY** and will attend SOS class **13X** with a PT Test that expired on **DD-MM-YYYY**. **Capt Doe** is unable to take a PT test within the 42 day cutoff period for SOS attendance because **[insert reason for being unable to accomplish PT test]**.

Example:

He/she returned from their recuperation period and was unable to secure a PT test slot before departing for SOS.

Capt Doe was injured while on deployment, rotated home, came off profile, and was unable to secure a PT test before departing for SOS.

2. **Capt Doe** is currently not on a medical profile, has a passing PT test with no exemptions on any component, and meets the requirement for attending SOS. **Capt Doe** understands that **he/she** is required to complete an official AF PT test that will be recorded in AFFMS and that a failing score will automatically result in the issue of a referral training report from SOS.

3. If there are any questions or comments please contact **Col Jake Doe, XX WG/CC (members WG/CC), DSN: XXX-XXXX**.

JAKE DOE, Col, USAF
Commander

Attachments:

1. **Capt Doe's** Fitness Assessment
2. **Capt XXXX's** AF Fitness Assessment Management System (AFFMS) Printout

AF Fitness Assessment Management System (AFFMS) Printout

Report of Individual Fitness for: CPT [REDACTED]

[Click here to print](#)

SSAN: XXX-XX [REDACTED]

Pascode: [REDACTED] Prepared on: 06/05/2013 at 23:24 GMT

Age	Gender	Height	Weight	BMI
[REDACTED]				
		Score	Points	Max Points
Cardio		Exempt	Exempt	60.00
Abdominal Circumference		32.00"	20.00	20.00
Push Ups		57	9.00	10.00
Sit-ups		60	10.00	10.00
Test entered/changed by: CHOE			Total Points	97.50
				100.00
Exemption Type:		Next test due date: 09/30/2013	Fitness Level	Excellent
Remarks:				

Member Air Force fitness ranking is: Top 25% of the AF
Member age and gender fitness ranking is: Top 25% of the AF



Individual Test History

Name: [REDACTED]

Test Date	Cardio Results	Abdominal Circumference (in)	Push Ups	Sit-ups	Composite Score	Fitness Level	Test Entered By
03/27/2013	Exempt	32.00" / 20.00	57 / 9.00	60 / 10.00	97.50	Excellent	[REDACTED]
03/28/2012	12:07 / 90.90	32.00" / 20.00	67 / 10.00	59 / 10.00	90.90	Excellent	[REDACTED]
03/15/2011	12:09 / 90.90	31.50" / 20.00	67 / 10.00	58 / 10.00	90.90	Excellent	[REDACTED]
08/10/2010	12:06 / 49.20	31.50" / 20.00	58 / 9.10	60 / 10.00	88.36	Satisfactory	[REDACTED]
03/10/2010	12:17 / 36.00	33.50" / 24.25	57 / 10.00	53 / 10.00	82.25	Good	[REDACTED]
04/16/2009	11:55 / 39.00	31.00" / 30.00	62 / 10.00	55 / 10.00	89.00	Good	[REDACTED]
12/29/2008	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	[REDACTED]
04/15/2008	11:22 / 40.50	31.00" / 30.00	62 / 10.00	55 / 10.00	90.50	Excellent	[REDACTED]

E-Mail Staff Summary Sheet and Send to SOS Student Services at SOC.DPS@us.af.mil

(Copy and Paste into e-mail)

-----ROUTING:

WG/CC
SOC/ODT
SOC/OD
SOC/CV
SOC/CC

-----STAFF SUMMARY

AO: **Capt First MI last, SQ/Office, DSN XXX-XXXX (this should be a person who is available to answer questions on this subject. I.E. Individual, SQ/CC, etc)**

SUSPENSE: **DD-MMM-YYYY**

1. PURPOSE. To approve an AF Physical Fitness test Exemption to allow **Capt XXXX** to attend SOS Class **13X** without a current AF PT Test.

2. BACKGROUND.

THIS SECTION SHOULD OUTLINE THE INFORMATION BELOW AS WELL AS ANY AMPLIFYING INFORMATION THAT WOULD AID THE SOC/CC IN FORMULATING A DECISION.

3. Capt Doe is currently not on a medical profile, has a passing PT test with no exemptions on any component, and meets the requirement for attending SOS. Capt **XXXX** commissioned in **XXXX**, has a Date of Rank (DOR) to Captain in **20XX**, and will meet the O4 promotion board in **20XX**.

WING COMMANDER (OR EQUIVALENT) SIGNATURE BLOCK

Tab(s)

1. **Capt XXXX's** Fitness Assessment
2. **Capt XXXX's** AFFMS printout

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